



STATE OF SOUTH CAROLINA
AMERICAN RECOVERY AND REINVESTMENT ACT of 2009
ARRA PRINCIPAL FORGIVENESS
DRAW REQUEST FORM

SECTION I

Project Sponsor: _____
Address: _____

Telephone: _____

Date of Request: _____
Loan Number: _____
Draw Request Number _____ Interim _____ Final _____
Prepared by: _____ Telephone: _____
Draw Request Period: From _____ To: _____

DHEC USE ONLY

Fund Type: _____

Fund Number: _____

AIMS Number: _____

SECTION II

A	B	C	D	E	F	G	H	DHEC USE ONLY
Category	Total Eligible Project Costs	Total Costs Approved for Loan	Loan Percentage (C/B) or Waiver Percentage	Total Cumulative Eligible Project Costs Incurred to Date	Total Cumulative Loan Amounts Requested to Date (E*D)	Actual Cumulative Loan Amounts Received to Date	Amount of This Request (F-G)	Adjustments ____ This Request ____ Next Request
1. Plan/Design Engineering								
2. Legal, Appraisal Fees								
3. Equipment/Material								
4. Construction Totals (Use Page 3, No. 1)								
5. Construction Contingency								
6. Construction Engineering (Totals (Use Page 3, No. 2)								
7. Other								
8. TOTALS	0	0		0	0	0	0	

SECTION III

PROJECT SPONSOR CERTIFICATION

I/We Certify that this request for payment of billed costs or reimbursement is in accordance with the terms of the loan agreement and represents amounts which have not previously been requested.

Signature

Signature

Typed Name and Title of Sponsor Representative

Typed Name and Title of Project Engineer

DHEC USE ONLY

100% Federal Share: _____

DHEC Officials' Certification

I/We have reviewed this Loan Draw Request with supporting documentation and certify that the amount reflected on line 8H is eligible for disbursement to the best of my/our knowledge. Adjustments, as required, have been made on this request and will be reflected on subsequent requests submitted by the project sponsor.

Signature (SRF Financial Manager)

Signature (SRF Project Manager)

Date

Date

INSTRUCTIONS FOR PREPARING SRF DRAW REQUEST FORMS - "PRINCIPAL FORGIVENESS"

PURPOSE: Project sponsors must use this draw request form to request disbursement from their State Revolving Fund loan.

SECTION I

ITEM BY ITEM INSTRUCTIONS

Required information is either self-explanatory or may be obtained from the Revolving Loan Fund Agreement.

SECTION II

- 1

Column A:

Categories have been extracted from the Loan Agreement. No other categories, including line 7/8 (Other), may be used without the prior written approval of the Budget and Control Board (BCB) and the Department of Health and Environmental Control (DHEC).
- 2

Column B, C, & D:

This data must be obtained from the Loan Agreement and will remain constant unless the Loan Agreement is modified to reflect new Eligible Project Costs and/or Costs Approved for Loan. An approved waiver by the BCB may change the percentages in Column D.
- 3

Column E:

Reflect the Total Cumulative Eligible Project Costs or Waiver Amount Costs Incurred to Date, by category, in this column. The category amounts and totals cannot exceed the amounts and totals reflected in Column B or the Waiver amount approved by BCB, whichever is applicable.
- 4

Column F:

The Total Cumulative Loan Amounts Requested to Date, by category, are determined by applying the percentages reflected in Column D to the amounts in Column E. However, Page 3 must be used to compile totals for Construction and Construction Engineering. The percentages established in Column D for these categories will be used to determine the Construction and Construction Engineering amounts on Page 3. The category amounts and totals in Column F cannot exceed the category amounts and totals reflected in Column C.
- 5

Column G:

The Actual Cumulative Loan Amounts Received to Date, by category, are reflected in this column. If an unpaid draw request is being processed by DHEC or the BCB, a departmental adjustment will be made in this column to reflect the appropriate amount.
- 6

Column H:

The Amount of the Request, by category, is determined by subtracting Column G amounts from Column F amounts.
- 7

Last Column:

Reserved for DHEC Use Only.
- 8

All adjustments must be reflected in the appropriate category amounts and totals.
- 9

Invoices to support the Amount of this Request, by category, must be enclosed with the Draw Request Form

SECTION III

- 1

Project Sponsor Certification:

Signatures of the officials so designated by the project sponsor shall be affixed to the draw request form. Signature forms for the authorized representatives must be on file with the BCB and DHEC.
- 2

DHEC Officials' Certification:

Signatures of the officials so designed by the Director, Water Facilities Permitting Division, shall be affixed to the draw request form. Certification by the Project Manager is only required for check point payments and adjustments.

PROCESSING PROCEDURES

Draw requests are to be submitted simultaneously as follows:

- *

One original and one copy of the draw request with one set of supporting invoices and documentation to:
SC DHEC, Water Facilities Permitting Division, SRF Section, 2600 Bull Street, Columbia, SC 29201
- *

One copy of the draw request, without supporting documentation, to:
SCBCB, Office of Local Government, Loan Administration Coordinator, 1122 Lady Street; Suite 1080, Columbia, SC 29201

The form will be kept in the Draw Request file of the project name listed on this form.
Principal Forgiveness Draw request form will be retained on file for twenty years

DHEC USE ONLY

Date Received from Project Sponsor

Check Point: Yes No

1st 30% 60% 90% Final

Reviewer's Initial

% of Draw on Loan

Date Review Completed

Date Forwarded to DHEC FM

Procurement Manager's Certification

SRF DRAW REQUEST FORM: PRINCIPAL FORGIVENESS

1. CONSTRUCTION:

A	D	E	F	G	H
Contract/Division Contractor	Loan Percentage (C/B) or Waiver Percentage	Total Cumulative Eligible Project Costs Incurred to Date	Total Cumulative Loan Amounts Requested to Date (E*D)	Actual Cumulative Loan Amounts Received to Date	Amount of This Request (F-G)
A. _____					
B. _____					
C. _____					
D. _____					
E. _____					
Construction Totals:		0	0	0	0

Transfer Totals to line 4, Page 1

2. CONSTRUCTION ENGINEERING:

A	E	F	G	H
Sub-Category	Total Cumulative Eligible Project Costs Incurred to Date	Total Cumulative Loan Amounts Requested to Date (E*D)	Actual Cumulative Loan Amounts Received to Date	Amount of This Request (F-G)
A. Project Inspection				
B. Basic Engineering Services				
C. Other Engineering Services				
Construction Engineering Totals:	0	0	0	0

Transfer Totals to line 6, page 1

DHEC USE ONLY

Adjustments

_____This Request

_____Next Request

DHEC USE ONLY

Adjustments

_____This Request

_____Next Request